

HUMAN RESOURCES MEMORANDUM 20-011		DATE ISSUED: 04/21/2020
SUBJECT: FACE COVERING COMPENSATION – ONE-TIME ONLY REIMBURSEMENT		REFERENCE:
TO: All DGS Employees		SUPERCEDES: <i>None</i>

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

The purpose of this memorandum is to inform Department of General Services (DGS) employees who are still physically reporting to their assigned work locations that they are now able to submit a Travel Expense Claim (TEC) for reimbursement for purchasing a face covering for protection.

Policy

To lessen the spread of COVID-19, DGS employees who are still reporting to their assigned work location may choose to wear a face covering during work hours and may be entitled to reimbursement.

Travel Expense Claim Guidelines

- This is a one-time only reimbursement and must be submitted through a TEC form [STD 262](#).
- The face covering amount shall be identified in the “Business Expense” column (11) on the TEC.
- Reimbursement amounts for \$5.00 or less do not require a receipt, an amount greater than \$5.00 up to maximum of \$10.00 requires a valid receipt.
- Due to the minimal dollar amount, an effort should be made by employees to combine this expense with other TEC expenses claimed to minimize the number of TECs submitted, unless the claim is being submitted at the end of the fiscal year (June).

Employees shall follow their standard program procedure when submitting a TEC.

Questions

If you have questions regarding this information, please contact Amy Applegate at (916) 376-5428 or via e-mail at Amy.Applegate@dgs.ca.gov.

AMY APPLGATE, Personnel Officer
Office of Human Resources

AA:mo